



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo #02-10

To: Benefits Administrators
From: Mary Habel, Director
State and Local Health Benefits Programs
CC: All OHB
Date: May 21, 2002
Re: Military Leave Without Pay Policy Update

Reminders About Military Leave Without Pay

As you recall, the policy for State employees placed on military leave without pay changed after the events of last September. Following are some reminders about military leave without pay:

- 1) Employees on military leave without pay are not only eligible for Extended Coverage without the 2% administration fee normally added, but also, they and/or their covered family members are eligible for the State's contribution to active employee premiums for up to 18 months.
- 2) The Department of Accounts (DOA) has asked that we provide agencies the following information. Agencies are responsible for paying their portion of the health care premium for employees on military leave without pay and enrolled in Extended Coverage. In general, agencies complete an interagency transfer (IAT) for transferring health care funds to agency 149 (the Health Insurance Fund) for those employees on military leave. However, these IATs automatically hit pre-audit hold and must be reviewed and released by the DOA Benefits Accounting unit.

Benefit Administrators or the appropriate agency personnel should communicate to DOA when they submit any batch which affects the Health Insurance Fund. This notification can be done via e-mail to Elizabeth Bauguess at ebauguess@doa.state.va.us and should include a brief acknowledgement as to the nature of the voucher (i.e., health care voucher for military leave individual) and the batch number. If the batch includes other transactions, the entire batch will remain on pre-audit hold until it is released by DOA.

For additional information on military leave without pay, refer to B.A. Memo #01-14, published on Sept. 25, 2001.

Update to BES Instructions Guide

The BES Instructions Guide has been updated to reflect the policy changes to military leave without pay and changes in other areas (see chart below for updated pages). For the latest version of the BES Instructions Guide, visit the DHRM Web site at <http://www.dhrm.state.va.us/services/health/admresrc.htm>.

Here are the updated page numbers and subjects in the BES Instructions Guide:

SUBJECT	PAGE NUMBER
Military Leave Without Pay	7
VRS Disability Retirement	8
PSBPEN Instructions	14
Revised Reason Code Chart text	27

Thanks for your assistance.